

Disaster Recovery Backup

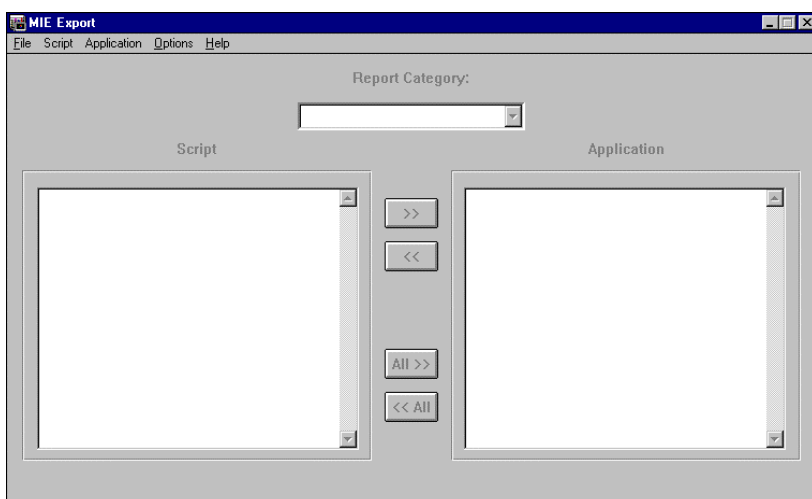
For your CMIS report templates

using MAXPAR™ Import/Export (MIE)

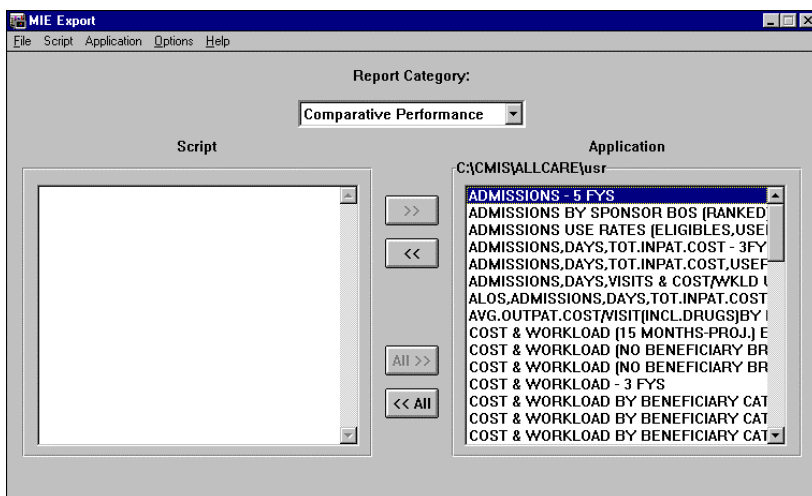
The purpose of this document is to provide a few quick steps for you to backup your CMIS reports. Complete instructions for the MAXPAR™ Import/Export tool can be found in the TMA Reporting Tools Course Volume II Student Guide. The MIE application was designed to export individual report definitions you have created or modified so other users can import them into their report libraries and should also be used to backup report templates.

Export

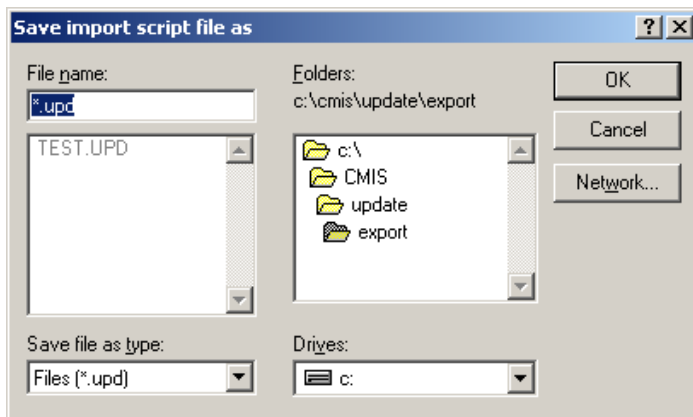
1. Close CMIS before you run MAXPAR™ Export or Import. Click the **Start** button, click **Programs**, click **CMIS**, and click **MAXPAR™ Export**.



2. Click **Script** drop-down menu and select **New**.
3. Click **Application** on the menu bar and select **Open** to select a CMIS database report library (i.e., AllCare, DRG, MDC, Place, Prov-I or Prov-NI).
4. Click the **<<All** button to add all of the reports from all of the report categories (Report Worksheet, Comparative Performance, Exception, Graphics, Statistics and GIS).



- Click the **Script** drop-down menu, and select **Save** or **Save As**. Reports are not added to the script file until the script is saved.

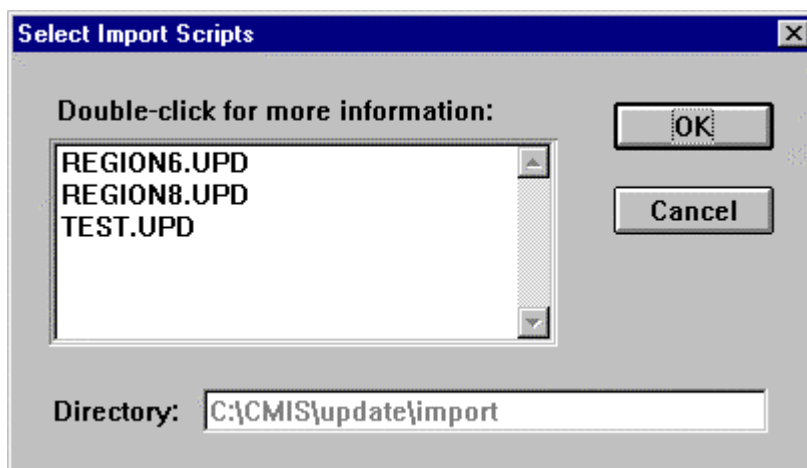


- CMIS defaults will save your file in c:\CMIS\update\export\ with a .upd extension.* Click the **Drives** listbox down arrow and select a network drive (insure the drive you select is automatically backed up on a regular basis by your systems administrators). In the folders list, select the folder to save to. The **File name** cannot exceed 8 alpha/numeric characters and must have a **.upd** extension (recommend using the name of the database you are backing up, i.e., “allcare.upd” or “prov-ni.upd”).
- Repeat steps 1 through 5 for each database (AllCare, DRG, MDC, Place, Prov-I and Prov-NI).

Import

To import a script file, it must be located in **c:\Cmis\Update\Import**. However, once a script file is imported into the application, it is deleted from the **Import** directory. For this reason, it is recommended that the script file is copied, not moved, to the **Import** directory, in case the script needs to be referenced or re-used in the future.

- Close CMIS before you run MAXPAR™ Export or Import.* Click the **Start** button, click **Programs**, click **CMIS**, and click **MAXPAR™ Import**:



- Click to select the script(s) to import and click **OK**. **MAXPAR™ Import** displays its import progress.
- Click **OK** to close **MAXPAR™ Import**.